UNITED NATIONS

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Secretariat

ST/AI/390
15 November 1993

ADMINISTRATIVE INSTRUCTION

To: Members of the staff

From: The Under-Secretary-General for Administration and Management

Subject: PLACEMENT AND PROMOTION*

Introduction

1. The purpose of the present instruction is to introduce a placement and promotion system that allows the Organization to fill vacancies with the best qualified candidates expeditiously, while at the same time safeguarding the rights of staff to full and fair consideration for any available posts for which they are qualified. 1/

2. In accordance with Secretary-General's bulletin ST/SGB/267, dated 15 November 1993, this system provides for the announcement of vacancies as they occur or are foreseen and establishes a continuous and comprehensive review of staff for promotion against those vacancies in place of an annual promotion review. This procedure applies also to movements of staff for periods of one year or more between departments and offices, whether by lateral transfer or reassignment. Therefore these movements will be subject to the procedures set out below, including circulation of vacancies, recommendation from the head of the department or office, and review by the appointment and promotion bodies. 2/

3. The present instruction cancels and supersedes administrative instruction ST/AI/373 of 23 December 1991 with immediate effect. As stated in Secretary-General's bulletin ST/SGB/267, the provisions of staff rule 104.14 (f) that are inconsistent with this system are hereby suspended, pending amendment of the rule.

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* Personnel Manual index No. 4086.

Notification of vacancies to the Office of Human Resources Management

4. Every month departments and offices will forward to the Office of Human Resources Management a list of all current and forthcoming vacancies, with an indication of how they propose to fill them. The lists shall include the post number, the grade and title of the post, the organizational unit, the duty station in cases where the head office of the department/office is at a different duty station and a brief description of the functions as contained in the classified job description.

Notification and circulation of vacancies to the staff at large

5. The Office of Human Resources Management will publish monthly a Secretariat-wide list of vacant posts for all categories of staff to be filled internally. 3/

6. Staff members interested in being considered for a listed vacancy should state their interest in that post, within three weeks from the date of transmission of the list from Headquarters, by a memorandum, telegram or fax of no more than one page in which they indicate their name, index number, the title of the post, vacancy number, an update of the factual information that is in their official status file and a statement as to why they believe they are qualified for the post under consideration. A copy of their latest performance evaluation report, if available, should also be attached. This communication should be addressed to the Office of Human Resources Management for all posts at Headquarters and United Nations information centres and all posts at levels P-5 and above. In all other cases the information should be sent to the local personnel office.

Departmental review

7. The Office of Human Resources Management, or the local personnel office, as appropriate, will submit to the head of the department/office all applications received that meet the basic eligibility criteria for the particular post. Heads of departments/offices, after reviewing all candidatures and considering the advice of the departmental panels as regards eligible staff from the department/office at a grade lower than that of the post, as explained in the annex to the present instruction, will make their recommendations for filling the post, which should be forwarded:

(a) To the Office of Human Resources Management as regards all posts P-5 and above in the Professional category regardless of duty station;

(b) To the Office of Human Resources Management as regards all other posts, Professional and General Service and related categories, in New York;

(c) To the Office of Human Resources Management as regards United Nations information centre posts at all levels;

(d) To the local personnel offices as regards posts P-2 to P-4 and the General Service and related categories in offices away from Headquarters.

One copy of the presentation to the local Appointment and Promotion Committee at duty stations away from Headquarters should be forwarded to the Director of Personnel, Office of Human Resources Management, for information and monitoring.

8. All vacant posts shall normally remain unencumbered until the permanent assignment of a candidate through internal reassignment, lateral transfer or promotion. Exceptionally, departments/offices may, with the prior approval of the Office of Human Resources Management, temporarily assign a staff member from within the department/office against a higher level vacant post while the regular procedure for filling posts is followed. Such exceptional assignments will be limited in duration to three months and will not give an advantage to the staff member concerned over other candidates.

Review by the appointment and promotion bodies

9. The recommendations of departments/offices shall be presented by the Office of Human Resources Management or the local personnel offices to the appropriate appointment and promotion bodies. In addition to information on applicants for the posts, the Office of Human Resources Management or the appropriate personnel offices will provide to the reviewing bodies the reports of the departmental panels and other information on collaterals that may assist them in making their own recommendations. Special emphasis shall be placed on providing the reviewing bodies with information concerning qualified women in the broader context of administrative instruction ST/AI/382.

10. Applicants for a vacancy who were not recommended by the department or office will be so notified and invited to provide, within 10 days, any additional information relevant to their suitability for the vacancy that may not have been available to the appointment and promotion bodies. The additional information will be considered by the appointment and promotion bodies prior to making their recommendations.

11. Staff are urged to review regularly their official status files and to bring to the attention of their executive/administrative officer any relevant missing information so as to update all information provided therein. In the case of performance evaluation reports, it is the responsibility of the executive/administrative officer to bring such reports up to date.

12. The paramount consideration in the assignment or promotion of staff shall be the necessity of securing the highest standards of efficiency, competence and integrity. The reviewing bodies should take into account the following elements:

(a) Past performance, competence, efficiency and demonstrated potential to perform at the higher level;

(b) Integrity;

(c) Relevant experience and seniority;

(d) Relevant academic training and professional qualifications and achievements;

(e) Supervisory abilities and leadership capabilities, if applicable;

(f) Record of mobility and service in hardship duty stations, when appropriate;

(g) Linguistic proficiency.

13. As provided for under administrative instruction ST/AI/382, before a post is filled, a department/office must provide documented evidence of its efforts to identify women candidates, particularly for posts at levels P-5 and above. The reviewing bodies are hereby invited to evaluate the department/office efforts and to formulate their recommendations accordingly.

14. All appointment and promotion committees will refer their recommendations to the Appointment and Promotion Board for review.

15. The head of the department/office, or his/her representative where the vacancy is located, may be invited to make a written or oral presentation when the Appointment and Promotion Board considers recommendations for promotion against vacant posts in that department/office. After reviewing all applicants and eligible staff in the departments/offices concerned, the Appointment and Promotion Board will formulate its recommendations. The head of the department/office will be informed of the Board's recommendations so that he or she can make comments to the Board, if he or she so wishes, on the recommendations of the Board. These comments, together with the report of the departmental panel, will be reflected in the report submitted by the Board to the Secretary-General, for a final decision.

16. No staff member shall be recommended for promotion unless a vacancy at the higher level has been identified.

Other information

17. Staff selected and all applicants will be informed of the Secretary-General's final decision regarding their candidature.

18. The Office of Human Resources Management will publish a quarterly list of staff transferred laterally or promoted under this system.

19. In the case of promotions, the earliest possible date for the implementation of such a promotion will be the first of the month following the decision of the Secretary-General to promote, subject to the availability of a post.

20. In the case of posts which involve significant functions in financial management, personnel management and general administration, prior consultation with and approval by the officials indicated in Secretary-General's bulletin ST/SGB/213/Rev.1 will be required before any placement in or promotion to these posts can be effected; the Office of Human Resources Management will be responsible for obtaining such approvals prior to submission to the appointment and promotion bodies. In the case of P-1 to P-4-level posts, local personnel offices should address their requests for clearance to the Office of Human Resources Management, which will follow up with the appropriate officials and inform the offices away from Headquarters of the decision.

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Notes

1/ The present instruction does not apply to staff in the Field Service category. For this group of staff, current procedures for an annual promotion review will continue to be implemented until further notice.

2/ It is the long-term intention of the Organization to circulate all vacant posts. However, for the time being, and until experience is gained with the new system, heads of departments/offices may reassign staff within their departments/offices to posts at the same level and inform the Office of Human Resources Management in the monthly report referred to in paragraph 4. Posts so encumbered will not be included in the Office of Human Resources Management's monthly publication of vacancies to be filled.

3/ This procedure will not be required for filling, on an interim basis, posts vacated by temporary detachment (including mission assignments) or absence of the incumbent.